

EMBASSY OF THE UNITED STATES OF AMERICA

Bangui, Central African Republic

ADMIN NOTICE

NUMBER **APER 008/10**

DATE: June 28, 2010

SUBJECT: JOB OPENING –COMPUTER MANAGEMENT ASSISTANT

Open to: All interested Candidates
Position: **Computer Management Assistant**
Opening date: June 28, 2010
Closing date: July 30, 2010
Work hours: Full-time; 40 hours/week
Position Grade: Ordinarily Resident: FSN-09
Not-Ordinarily Resident: FP-05

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Bangui is seeking for an individual for the position of **Computer Management Assistant** in the Management Section.

Basic Function of Position

Under the general direction of the Regional Information Management Officer, the Computer Management Assistant is in charge of operational management of the Information Systems Center (ISC). S/he administers the US Embassy Bangui ADP system by providing optimal use of existing and new computer technology resources through a local area network (LAN) system. The work involves comparing the organization's work processes to LAN system capabilities and developing methods to improve both; operating or supervising day-to-day network and maximizing system performance; developing local programming applications; providing management advisory services, user support, and training; developing, implementing, and monitoring LAN network protection systems; and other related duties. S/he is responsible for monitoring and analyzing system performance, creating and maintaining user profiles, and providing hardware and software support analysis to determine if existing infrastructures adequately meet end-user requirements and needs. S/he evaluates/analyzes existing applications to determine the appropriate configuration changes desired by post management. These solutions may include development of new or existing applications or upgrading the platform of specific applications

The CMA is responsible for providing basic end-user training on necessary Microsoft Office applications. The CMA will be the point of contact for specialized training in Web Pass, Web gram, NEPA and budget and fiscal configuration The CMA will also provide more advanced training on an annual basis to interested individuals.

Qualifications Required

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** University Degree in Information Technology and industry accepted professional certification (Microsoft Certified Systems Engineer, etc) is required.

2. **Prior Work Experience:** Four years of high level responsible professional experience in computer applications, network design and management in a multi-network environment using Windows XP a/o Active Directory, Windows 2003 operating system, Exchange 2003 is required. Experience must include performing responsible work of a program, technical, or administrative nature where emphasis is placed on analytical, judgmental, and expository abilities with respect to the operation, management, and utilization of computer systems
3. **Language Proficiency:** Level IV (Fluency) Speaking/Reading/Writing English and Level II (Limited Knowledge) Speaking/Reading French are required.
4. **Knowledge:** Must have a thorough knowledge of systems analysis and design techniques; computer equipment operations management; hardware and software technology; post, mission, or agency objectives, relationships, and management practices; technical aspects of analysis, computer application programming, telecommunications, and management advisory services; and acquisition policies and procedures relative to computer hardware and software. The incumbent must have a thorough level knowledge of PC's, Desktop Operating Systems, network operating systems and a wide variety of PC stand-alone and LAN applications. Incumbent should know USG policies and regulations related to the system. Must have a thorough knowledge of the capabilities and limitations of the computer equipment and software installed at post; automation policies of the Mission; fact-finding techniques; programming languages utilized by equipment on hand; systems analysis and design techniques; systems and programming documentation techniques.
5. **Skills and abilities:** Must be able to correlate customer requirements, activities and projects in order to formulate Information Resources Management solutions for Embassy clients. These solutions are to take into consideration available hardware and software resources and offer cost constructive means to meet the customers' requirements. Must have excellent leadership and communication skills to serve as the LE staff supervisor and provide orientation and training to individuals and groups of employees. Must be able to handle sensitive computer issues with tact. Good interpersonal skills are required to resolve priority issues, system limitations, down-time, etc., with key officials. Excellent technical skills to trouble-shoot, diagnose, and resolve hardware and software problems and to maximize the capabilities of the Mission's computer resources.

Selection Process:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the above-listed required qualifications in the application.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

To Apply:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or a curriculum vita that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Application To:

Management Officer
American Embassy Bangui
Avenue David Dacko
B.P. 924, Bangui, CAR

DEFINITIONS

1. AEFM: A type of Eligible Family Member who is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. EFM: Family Member at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who does not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFM's and EFM's of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Closing date for this position: July 30, 2010

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Government also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

Approved by Management Officer Christopher R. Reynolds